



**BUREAU OF  
BUSINESS MANAGEMENT**  
DIVISION OF PROCUREMENT SERVICES  
2600 Bull Street  
Columbia, SC 29201-1708  
Telephone (803) 898-3501 Fax (803) 898-3505

November 7, 2007

Mini-Grant Application No.32619-11/28/07-MAR

**Closing Date: November 28, 2007**

**Time: 2:30 PM (EST)**

Mini-Grant Application for Implementation of School-Based Dental Sealant Program –  
Data Collection System Grant

**Mail mini-grants applications to:**  
SC DHEC  
Bureau of Business Management  
2600 Bull Street  
Columbia SC 29201  
Attn: Michelle Robinson, CPPB

**Mini-grant Applications may be sent by facsimile to 803-898-3505, US postal  
(mail) to the above address, or via e-mail to: [robinsma@dhec.sc.gov](mailto:robinsma@dhec.sc.gov)**

An official authorized to bind the offeror to the terms of the grant application must sign the application. **Applications must be submitted showing the above application number.** The State of South Carolina assumes no responsibility for unmarked envelopes being considered for award.

Questions concerning any part of this grant application should be directed to Michelle Robinson, CPPB, Procurement Manager I (803) 898-3469.

School-Based Dental Sealant Program  
Data Collection System Grant  
*Project Application Cover Page*

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Contact person for the project: \_\_\_\_\_

Signature of contact person for the project: \_\_\_\_\_

E-mail address of contact person for the project \_\_\_\_\_

Signature of Authorization \_\_\_\_\_

<b>Funding amount requested for project: \$</b> _____
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**\*\*\*NOTE: PLEASE FOLLOW DIRECTIONS ON ALL PAGES OF THE APPLICATION.  
PROPOSALS THAT DO NOT COMPLY WILL BE RETURNED AS “NON-  
RESPONSIVE.”**

**ACRONYMS**

<b>SC DHEC</b>	<b>South Carolina Department of Health and Environmental Control</b>
<b>SB DSP</b>	<b>School Based Dental Sealant Programs</b>
<b>UDCT</b>	<b>Unified Data Collection Tool</b>
<b>SSP</b>	<b>School Sealant Program</b>
<b>CDC</b>	<b>Centers for Disease Control</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>

## I. PRELIMINARY INFORMATION

The South Carolina Department of Health and Environmental Control (SC DHEC) has been awarded by the Centers for Disease Control (CDC) Chronic Disease Prevention and Health Promotion Grant, \$32,500 for a 7-month period beginning November 1, 2007. Funding for this grant project is through cooperative agreement U58/CCU422820-05 between South Carolina Department of Health and Environmental Control and the Centers for Disease Control and Prevention.

### School-Based Dental Sealant Program Data Collection System Grant

SC DHEC is accountable for the direction of the School-Based Dental Sealant Programs (SB-DSP) that operate under the Section 40-15-110 of the South Carolina Code of Laws, Title 40 - Professions and Occupations, Chapter 15, Dentists, Dental Hygienists and Dental Technicians (<http://www.scstatehouse.net/code/t40c015.htm>). Consequently, SC DHEC has an obligation to conduct an evaluation of the DSP and complete an annual report of the findings for not only SC DHEC Administration but also the South Carolina Oral Health Advisory Council and Coalition. Likewise, the SB DSP has an obligation as noted in the Memorandum of Agreement (MOA) between SC DHEC and the SB DSP to submit an annual report containing the required data elements.

### Definition of the Unified Data Collection Tool

The unified data collection tool (UDCT) is the tool in which a SB DSP can collect the required data in order to be in compliance with the evaluation component of the MOA between DHEC and a SB DSP. The use of the tool is not required; however, the MOA requires the collection and reporting of the data elements included in the UDCT. Even though your program may not use the UDCT to input your encounter data, the goal is to extract the required data elements from your dental software program for the evaluation data needed for the MOA and the South Carolina State Oral Health Plan.

### Purpose

The South Carolina Department of Health and Environmental Control is offering funding to increase the capacity of SB DSPs to develop and implement a School-Based-Sealant Data Collection System that is consistent with the elements of the Unified Data Collection Tool and other elements as required by the SC DHEC School Dental Program Memorandum of Agreement.

**The total amount of funding available is \$32,500.00.** The funding range for Mini-grants awarded will be \$3,000.00 - \$5,000.00 to School Based Dental Sealant Programs (SB DSP) under MOA with SCDHEC to increase capacity or develop, implement and/or coordinate school based/school linked dental sealant programs so that a greater number of Medicaid beneficiaries and underinsured children receive preventive dental sealants. The program area will have the discretion of increasing funding if applications are deemed applicable. Funds will support infrastructure development and baseline data collection of mean pit and fissure caries severity of targeted population. Focus of SSP should be on developing infrastructure to implement and sustain a dental sealant placement program on the molar teeth of second or third and sixth grade children.

### Qualified Applicants

Priority will be given to School-Based Sealant Programs that operate with a Memorandum of Agreement with SC DHEC. Applications selected will be based on completeness, organizational capacity and anticipated effectiveness of the proposed project.

## II. GRANT AWARDS:

- A. December 10, 2007 is the targeted date for the announcement of the awards.
- B. Contract Period and Budget Period: This application budget period is from the date of purchase order through June 29, 2008.
- C. Payment Information
  - 1. Upon receipt of the purchase order, the grantee may submit an invoice to DHEC for start-up costs based on estimates of expenditures for the first 30-day period. **Documentation of actual expenses against the entire amount of start up funds will be required by DHEC prior to submission of second and subsequent invoices.**
  - 2. The grantee shall submit the second and subsequent invoices on a monthly basis for actual expenditures incurred during the previous month. These invoices will be for monies expended over the amount of the start-up funds received. The invoice will state the period in which the expenditures occurred.
  - 3. Requests for payments should be mailed to: SC Department of Health & Environmental Control, Health Services Operations, Contract Section, Box 101106, Columbia, SC 29211.

The invoice must include:

- a. Name and address of grantee
- b. Purchase order number
- c. Brief description of the activities
- d. Itemized listing of expenses incurred.
- e. Period of services
- f. Total amount of invoice
- g. Attachment of original receipts
- h. Monthly progress report: (All grantees are required to submit a monthly progress report. Invoices will only be processed upon receipt of the monthly progress report)

## III. INSTRUCTIONS AND INFORMATION NEEDED TO SUBMIT AN APPLICATION

An evaluation panel will competitively review all applications. The amount of the awards will be made according to the completeness, organizational capacity and anticipated effectiveness of the proposed project.

A. Use of Funds:

1. Funds may only be used to increase infrastructure and capacity for data collection and reporting.
2. Funds **cannot** be used for the purchase of dental services, dental sealant equipment, enhance dental reimbursement rates or pay for dental materials (including dental sealants) as specified in the CDC Cooperative Agreement # U58/CCU422820-05.

B. Proposal Content

Mini-grants submitted will be awarded School Sealant Programs (SSP) based on development of proposals for a *School-Based Dental Sealant Data Collection System* for their programs that will increase their infrastructure and capacity to collect and report the School-Based/School Program data consistent with the Unified Data Collection Tool and data requirements of the MOA.

All proposals must comply with the following criteria:

1. A plan for the collection and reporting of the following information from the School-Based Dental Sealant Program:
  - a. Client Information:
    - 1) Social Security Number (if available)
    - 2) Race
    - 3) Gender
    - 4) Full Name (First, Last, Middle Initial)
    - 5) Date of Birth
    - 6) Medicaid Recipient Number (If applicable)
    - 7) Street Address (Street Number, Street, City, Zip Code, County)
    - 8) Insurance
    - 9) Dental Hygiene Programs (DPA 40-15-110)
      - a) Treatment Needs
        - \*Routine Dental Exam
        - \*Treatment within 1 month
        - \*Urgent Needs
      - d) Untreated dental decay:
        - \*Tooth number or permanent molars
  - b. Encounter Information:
    - 1) Date of Service
    - 2) Provider ID Info (Name, ID = UPIN, SSN, License Number, or Medicaid Provider Number),

- 3) Visit type (Diagnostic, Preventive or Treatment)
- 4) School Beds ID (from Dept. of Education Website)
- 5) Grade level
- 6) CDT codes
- c. Referrals:
  - 1) Date of Referral
  - 2) Referral Provider (Name, Specialty)
  - 3) Regular Dental Exam (0), Treatment in within 1 month (1), Urgent (2)
  - 4) Referral Kept (Pending, Kept, Moved, Delinquent, Unknown)

2. All proposals will be required to include in the plan for submission of the following Quarterly reports to the Budget and Control Board's Office of Research and Statistics (not to DHEC Division of Oral Health):

- a. The following Quarterly Data Report due dates will be as follows:
  - 1) 1<sup>st</sup> Qtr-Service dates Date of Purchase Order through February 29, 2008 – due by March 31, 2008
  - 2) 2<sup>nd</sup> Qtr-Service dates March 1 through May 31 – due by June 30, 2008
  - 3) Service dates June 1 through June 30 – due by July 5, 2008
- b. Final Report is due not later than July 31, 2008.

IV. APPLICATION QUESTIONS: All questions, requests for information or requests for clarification regarding this Mini-Grant must be submitted as below. Questions, requests for information or requests for clarification must be submitted in writing either by mail, e-mail, or faxed and received no later than **5:00 pm EST on November 16, 2007**. No further questions will be addressed after this date. A response in the form of a written amendment to the Mini-Grant will be mailed to all bidders and posted on the DHEC's Division of Procurement Services website ([www.scdhec.net/procurement](http://www.scdhec.net/procurement)). Questions may be mailed, faxed or e-mailed to the addresses listed on page 1. Mark all Questions as: **QUESTIONS – Mini-Grant Application No. 32619-11/28/07-MAR**.

V. INSTRUCTIONS: In addition to completing the Title Page, please respond to the following items on a separate sheet of paper. Answers should be lettered to correspond with the questions in a narrative format. Responses should be single-spaced in 12-point font (preferably Times New Roman or Arial). The points available (on a 100-point scale) and the page allowances are listed next to each item.

A. Statement of Need and Organizational Capacity 10 points (1-page maximum)

Identify and describe the problems related to the SB DSP's infrastructure and capacity to collect and report the School-Based/School Program data consistent with the Unified Data Collection Tool and data requirements of the DHEC MOA.

This should include answers to the following questions:

1. What are the current data collection and reporting needs or problems that would be addressed by this project?
2. What infrastructure is currently present in the organization/agency in for collecting and reporting the School-Based/School Program data.

**B. Project Goals and Objectives 30 points (1-page maximum)**

Define the major goals and objectives of the proposal to develop and implement a *School-Based Dental Sealant Data Collection System*.

**C. Plan of Action 30 points (2-page maximum)**

Describe the Plan of Action for how you will meet your goals and objectives. Explain what materials and services you will need, and exactly how they will be used. Document a clear plan of action and explain how you will carry it out. Develop an action plan in the format attached (application page 9).

**D. Evaluation 10 points (1-page maximum)**

Detail how you will determine if your goals and objectives have been met. Describe how objectives will be evaluated to determine whether the project met its goals and was successful, and include a proposed timeline for meeting objectives.

**E. Sustainability 5 points (1-page maximum)**

Describe how you will sustain the School-Based Dental Sealant Data Collection System.

**F. Application Budget 15 pts.**

Budget is for the 2007-08 fiscal year only, and should be clearly linked to the project goals, objectives and activities and include itemized expenditures where appropriate.

Itemized Categories	Budget Narrative
Personnel: \$	

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL  
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(Include a brief job description)	
Travel: \$	
Supplies/Equip: \$	
Contractual: \$	
Other (list below): \$	
TOTAL: \$	

Note: Funds must be expended as approved or have written approval for major revisions.



**ACTION PLAN WORKSHEET 2007 - 2008**

**Goal:**

Objectives	Key Action Steps/Activities	Target Completion Dates	Status/Progress Updates	Person(s) Responsible

VII. TERMS AND CONDITIONS:

- A. Contractor must agree to make positive efforts to use small and minority owned businesses and individuals. DHEC Form 128 is for use in providing this information.
- B. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of DHEC.
- C. Any change to this Contract is considered an amendment to the contract, which must be mutually agreed to and executed in the same manner as the contract.
- D. Records with respect to all matters covered by this Contract shall be retained by the Contractor for 6 years after the end of the Contract period, and shall be available for audit and inspection at any time such audit is deemed necessary by DHEC. If audit has begun but is not completed at the end of the 6-year period, or if audit findings have not been resolved at the end of the 6-year period, the records shall be retained until resolution of the audit findings.
- E. Termination Clauses:
  - 1. Subject to the provisions contained below, this Contract may be terminated by either party providing written notice of that intent to the Contractor thirty (30) days in advance.
  - 2. Funds for this Contract are payable from State and/or Federal and/or other appropriations. In the event sufficient appropriations are not made to pay the charges under this Contract, it shall terminate without any further obligation by DHEC.
  - 3. DHEC may terminate this Contract for cause, default or negligence on the part of the Contractor at any time without thirty days' advance written notice.
- F. By signing this Contract, the Contractor certifies that he/she is not now nor has been within the last two years an employee of a South Carolina State Agency.
- G. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this contract on the grounds of race, age, health status, handicap, color, sex, religion or national origin. This includes the provision of language assistance services to individuals of limited English proficiency eligible for services provided by DHEC.
- H. Each of the parties agrees to maintain professional, malpractice and general liability insurance, and may be required to provide the other with satisfactory evidence of such coverage. Neither party will provide individual coverage for the other party's employees, with each party being responsible for coverage of its respective employees.

- I. The Contractor certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of this contract.
- J. If Travel expenses are paid under this Contract: Contractor's travel expenses, including room and board, incurred in connection with the services described in Scope of Work, will be limited to reimbursement at the standard State rate in effect during the period of this agreement and will be included within the maximum amount of the contract.
- K. Neither party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney's fees) which may arise out of any acts or failures to act by the other party, its employees or agents, in connection with the performance of services pursuant to this contract.
- L. The Agreement, any dispute, claim, or controversy relating to the agreement and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina except its choice of law rules. All disputes, claims or controversies relating to the Agreement shall be resolved in accordance with the South Carolina Procurement Code, Section 11-35-10, et. seg., or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in Richland County, South Carolina.
- M. Contractor certifies that they have not been debarred or suspended under OMB Circular A-133 Compliance Supplement or otherwise from doing business with any governmental entity.
- N. DHEC shall have sole ownership and copyright for any tangible product (report, survey, film, etc.) developed under this contract.
- O. All services listed within this Contract are to be completed. In the event that all services are not fully rendered as provided for in the Contract, any monies that have been paid by DHEC under the Contract must be refunded to DHEC along with a 12% penalty.
- P. All Contractors (subrecipients), except for-profit entities, whose fiscal year ends after December 31, 2003, shall have a single or program-specific audit conducted for that fiscal year if they expend \$500,000 or more in Federal awards from all sources during their fiscal year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, dated June 27, 2003.

The Audit shall be completed and submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. The Contractor (Subrecipient) agrees to send one copy of any audit conducted under the provisions of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, dated June 27, 2003, to: **SC DHEC, Office of Internal Audits, 2600 Bull Street, Columbia, SC 29201.**

Entities which are audited as part of the State of South Carolina Statewide Single Audit are not required to furnish a copy of that audit report to DHEC's Office of Internal Audits.

Non-Federal entities that expend less than \$500,000 a year in total Federal awards, from all sources, are exempt from the Federal audit requirements of OMB Circular A-133 for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

A Contractor (Subrecipient) is prohibited from charging the cost of an audit to Federal Awards if the contractor expended less than \$500,000 from all sources of federal funding in the contractor's fiscal year. If the contractor expends less than \$500,000 in federal funding from all sources in the contractor's fiscal year, but obtains an audit paid for by non-federal funding, then DHEC requests a copy of that audit to be sent to: **DHEC Program Area listed on page 1 of this contract.**

As a Subrecipient, if you utilize an indirect cost rate, you must provide:

- 1) A copy of the approved indirect cost rate letter from your federal cognizant agency.

OR

- 2) An indirect cost rate **reviewed and approved** by an external auditor in accordance with GAAP.

Otherwise, only direct charges will be allowed under the terms and conditions of this contract.

Q. Contractors who are not required to obtain a single or program specific audit may be required to obtain limited scope audits if the quarterly compliance reports, site visits and other information obtained by the department raise reasonable concern regarding compliance with contract conditions. Such engagements may not be paid for by DHEC pass through funds.

R. For Non-Vendor State/Other funded contracts use the following: Contractors who expend any funds obtained from, or passed through DHEC, must provide quarterly compliance reports outlining the status of the project, compliance with the scope of services and documentation of expenditures to the proper program area of DHEC. The Contractor is subject to site visits from DHEC in an effort to monitor compliance.

S. The Contractor agrees to abide by DHEC's Confidentiality Policy, which states that all information about personal facts and circumstances of DHEC employees, clients, or members of the public is confidential and will not be disclosed without written authorization of the individual to which it pertains unless disclosure is required by law, or otherwise required in accordance with this agreement and released to the Contractor after DHEC Office of General Counsel review. If confidential information is disclosed pursuant to a properly completed authorization, documentation of the disclosure and a copy of the authorization must be maintained and made available for DHEC inspection and audit. In

addition, confidential agency information and action shall not be disclosed unless DHEC authorizes the disclosure in writing, or the disclosure is required by law.

The types of information that generally must be kept confidential include, but are not limited to, personal information about job applicants, DHEC employees, DHEC clients or members of the public, such as names, social security numbers, addresses, telephone numbers, medical or disability information, financial status and information, account or identification numbers issued by government agencies or private financial institutions, other identifying information, or confidential business information.

The Family Privacy Protection Act may place additional restrictions on the collection and disclosure of personal information. Information that is otherwise available to the public under the Freedom of Information Act may be released in accordance with State law.

Protected Health Information about DHEC clients generally cannot be disclosed without proper authorization by the client or his/her parent or legal guardian, or pursuant to a specific exception under the Health Insurance Portability and Accountability Act (45 CFR Parts 160 and 164).

The Contractor and the Contractor's employees/agents may be required to sign DHEC's Confidentiality Agreement (DHEC form #0321), a copy of which is attached hereto. Alternatively, if the Contractor desires to rely upon an existing Confidentiality Agreement signed by its employees/agents, a copy of the Confidentiality Agreement must first be provided to the DHEC Contract Officer for evaluation, and the Contracting Party must provide written verification that all employees/agents who may have access to DHEC confidential information in the course of performing this agreement have executed the Confidentiality Agreement. The Contractor must ensure that confidential information released to the Contractor's employees/agents is limited to the information minimally necessary in order to meet its obligations under this agreement.

Unauthorized disclosure of confidential information may result in termination of this agreement and may be grounds for fines, penalties, imprisonment, injunctive action, civil suit, or debarment from doing business with the State. The Contractor must immediately notify the Region Health Director and DHEC HIPAA Privacy Officer of any unauthorized disclosure of a DHEC client's protected health information, which occurs in the course of performing this agreement. Unauthorized disclosure of other types of confidential information not consisting of protected health information must be immediately reported to the DHEC Contract Officer, 2600 Bull Street, Columbia, SC 29201.

T. The provisions of the Contract are contingent upon any possible revision of State or Federal regulations and requirements governing the grant listed in the Compensation Section of the Contract.

U. Title to any equipment, goods, software, or database whose acquisition cost is borne wholly or in part by this contract shall vest in DHEC upon acquisition.

V. If Third Party billing will be provided, use either of the following: The Contractor will bill the third party source directly for reimbursement for such services. DHEC will be responsible for reimbursing the Contractor only that portion of charges not reimbursed by the third party source.

OR

DHEC will bill the third party source for reimbursement for services.

W. The following MUST be used if a current license/accreditation is required for the work to be performed: The parties agree that during the term of this Contract, each party shall maintain its respective federal and state licenses, certifications, and accreditations required for the provision of services therein.

X. The following MUST be used if HIPAA training is required: Prior to participating in any DHEC clinical activity or rendering any service to DHEC under this Agreement, the Contracting Party and employees/agents of the Contracting Party will be educated and trained regarding the Health Insurance Portability and Accountability Act of 1996 and related Regulations pertaining to the privacy and security of protected health information (the HIPAA Privacy Rule). The Contracting Party will provide documentation of successful completion of this training to the Contract Officer prior to initiating performance of this Agreement. If this training has not been conducted, or documentation of training has not been provided, the Contracting Party and its employees/agents will be required to view DHEC's HIPAA training video(s) and receive necessary instruction on the DHEC forms referenced in the training prior to initiating performance of this Agreement.

Y. Any funds paid by DHEC and not used for completion of services in accordance with this contract shall be returned to DHEC.